

DD/P 7-4365  
DTR 9504

11 OCT 1967

MEMORANDUM FOR: Chiefs, Operating Divisions

SUBJECT : Language Qualifications of Candidates  
for Positions of Chiefs of Stations and  
Chiefs of Bases

REFERENCES : a. Memorandum for Chiefs of Divisions  
and Chief, Operational Services,  
dated 21 September 1967; Subject as  
above.

b. DDP Memorandum dated 22 September  
1967; Subject: Plans for Reassignment  
of Senior Personnel - CY 1968.

c. [REDACTED] 11 May 1966; Subject: CIA  
Foreign Language Program.

25X1A

1. The following procedures are established to assure that officers being nominated to the Director for positions of Chiefs of Stations or Bases are properly qualified in the applicable foreign language:

a. Addressees, in consultation with DDP/TRO, will establish language requirements for Chiefs of Stations and Bases identifying the level of proficiency needed in either the Primary, Primary Alternate or Secondary language of the country concerned. The lists of language requirements will be forwarded to DDP/OP by 1 November 1967 for review, approval and recording. Thereafter, the lists should be updated as required and copies provided to DDP/OP for review and record.

b. Where one of the world languages (French, German, Spanish, Italian or Portuguese) is the Primary or Primary-alternate language, intermediate competence is the minimum

- 2 -

standard. Where the harder or more esoteric languages are used, elementary spoken and understanding competence or completion of six months of constructive study should be required. In exceptional cases, qualification in the secondary language may be approved. Where appropriate, combinations of the several languages indicating the level of proficiency in each may be specified.

c. An officer qualified in an unusual language where competence is in short supply in the CS will normally be assigned to a post utilizing that language. However, operational considerations may dictate an assignment elsewhere, in which case necessary competence in the second language will be as required in Paragraph 1.b. above.

d. The memorandum to the Director nominating Chiefs of Station or Bases will include a certification that the concerned individual meets the required level of language competence for the post.

- (1) If the nominee's language competency level has been verified by testing in the Office of Training within the preceding year, a statement to this effect will be included.
- (2) If language competency has not been tested but has been verified by a qualified officer, a statement to this effect will be included.
- (3) If the nominee has not achieved competency in the required language, a statement of current language competence and action being taken to achieve the required competence prior to departure will be included. Prior to the officer's departure, the Division Chief will certify by separate memorandum or on Personnel Action Request, Form 1152, that the required level of language competence has been achieved.

- 3 -

2. Your report of proposed assignments required by Reference b. should include such information as is available on the language competence of those officers who may later be nominated for Chiefs of Stations and Bases. DDP/OP will continue to work with addresses to assure the maximum utilization of the language competence of CS officers as well as available language training facilities.



25X1A

Thomas H. Karamessines  
Deputy Director for Plans

SECRET